



Air Force leadership is committed to providing our expeditionary Airmen, regardless of their duty locations, opportunities to pursue advanced education. The General Education Mobile (GEM) Program is an initiative between Community College of the Air Force (CCAF) and regionally accredited civilian academic institutions to provide Airmen CCAF acceptable general education courses.

### **Frequently Asked Questions (FAQs)**

#### **What is GEM?**

The GEM program links CCAF students to on-line regionally accredited civilian academic institutions that offer freshman/sophomore level general education courses. These courses fulfill the 15 semester hours of the CCAF Associate in Applied Science (AAS) degree general education requirements. Partnering schools must offer at least one, but no more than ten, general education courses in each of the five following disciplines: Oral Communication, Written Communication, Mathematics, Social Science, and Humanities.

#### **What are the criteria for participating schools?**

- Sign the Department of Defense Voluntary Education Partnership Memorandum of Understanding
- Hold regional accreditation
- Deliver approved courses in distance learning (mobile) format
- Complete a GEM Registration Application
- Agree to operate programs in accordance with the following guidance
  - Department of Defense Voluntary Education Partnership Memorandum of Understanding <http://www.dodmou.com>
  - Department of Defense Instruction 1322.25 <http://www.dodmou.com>
- Ensure GEM courses are listed and identified in the offering institution's general catalog and satisfy the institution's freshman and sophomore general education graduation requirements designed for transfer
- Ensure all coursework, prerequisites, to include placement tests, are delivered in distance learning format
- Submit no more than 10 GEM courses in each of the five disciplines
- Develop a GEM landing page that includes a GEM logo/heading, POC information, list of approved GEM courses, on-line academic support, enrollment information, tuition/fees, and current course schedule
- Utilize the AI Portal to register and submit course(s) for review and approval

- Offer only courses that meet the CCAF general education requirements
- Confirm that tuition rates for military students do not exceed rates for civilian students
- Notify GEM designee in writing of all changes in course descriptions, titles, and/or course additions/deletions
- Notify GEM designee in writing of intent to withdraw from the GEM program

#### **What is the GEM application process for academic institutions?**

- Contact the GEM program manager at [ccaf.decm@us.af.mil](mailto:ccaf.decm@us.af.mil) for program information and resources
- Review CCAF AAS degree general education requirements and determine which of your institution's online general education courses will meet CCAF's transfer criteria  
<http://www.au.af.mil/au/barnes/ccaf/>
- Gain access to the Academic Intuition (AI) Portal at the following site:  
<https://aiportal.acc.af.mil/aiportal>
- Complete the AI Portal GEM Registration Application
- Upon GEM Registration Application approval begin loading applicable general education courses into the GEM Plan
- Develop an GEM landing page
- Submit the GEM Plan courses for review and approval

#### **How will Airmen view approved GEM courses?**

Airmen view GEM schools and approved courses via the Air Force Virtual Education Center GEM search tool. The search tool lists all potential GEM schools and their approved GEM courses. Airmen are able to view the schools' GEM plans and landing pages. Airmen will contact their GEM school of choice directly for more school/course information.

**For more information please contact:** GEM Program Manager [ccaf.decm@us.af.mil](mailto:ccaf.decm@us.af.mil)